

Pollution Prevention Performance Tracking and Reporting System

Fiscal Year 2005 Data Entry Guidance



U.S. Department of Energy

October 2005

Executive Orders 13101 and 13148 Annual Progress Reporting

Executive Order (EO) 13101, Greening the Government through Waste Prevention, Recycling and Federal Acquisition, and EO 13148, Greening the Government through Leadership in Environmental Management, requires Federal agencies to submit annual reports on their progress in achieving the goals of the EOs. DOE Order 450.1, *Environmental Protection Program*, requires EH-1, as the DOE Agency Environmental Executive (AEE), to prepare annual progress reports based on input from Departmental elements.

This FY 2005 Data Entry Guidance is provided to assist you in submitting your site/facility information for inclusion in the FY05 edition of the EO 13101 and EO 13148 annual progress reports (the annual reports). These annual reports are submitted to the Council on Environmental Quality, the Office of Management and Budget, and the Environmental Protection Agency, and will be posted on the DOE Pollution Prevention (P2) website at <http://www.eh.doe.gov/p2/>. Starting October 1, 2005, access to the P2 Performance Tracking and Reporting System will be available through the DOE P2 website for submission of site specific data for the annual reports. **Attachments 1 and 2** provide guidance for data entry for the EO 13148 and EO 13101 reports, respectively. These instructions are also posted on the DOE P2 website. DOE sites are requested to ensure a quality assurance check of the data being posted on the website. **Attachment 3** contains products identified under DOE's Buy Bio Early Adopter Initiative. Timelines for electronically reporting site data for inclusion in the annual reports are shown in **Table 1**.

Data entry to the P2 Performance Tracking and Reporting System is restricted by password protection. Site staff may use their user names and passwords issued in previous years. If you need assistance with recovery of lost passwords, requests for changes or additional staff access, or support on connectivity issues or the data entry mechanics, contact the **ES&H Information Management Center** at esh-infocenter@eh.doe.gov or (800) 473-4375. Please specify the users name, affiliation, e-mail address, and function, i.e. data entry, quality assurance approval, or read only access.

Pollution Prevention Best In Class Award Nominations

Nomination forms for this year's Pollution Prevention Awards will be available via the DOE P2 website beginning October 1, 2005. All individuals or teams with innovative and exemplary source reduction, recycling and environmentally preferable procurement projects and practices completed or performed in FY 05 are encouraged to submit applications for Best in Class Awards recognition. The six categories of competition will parallel the White House Closing the Circle Awards competition. These categories are:

- Green Purchasing
- Waste/Pollution Prevention
- Recycling
- Environmental Management Systems
- Sustainable Design/Green Buildings
- Fuel Efficiency in Transportation

DOE Order 450.1 requires the Program Offices/Administrators to annually evaluate P2 Award nominations from their respective sites and make Best in Class Award selections. EH-1 will use the Best in Class Award selections in preparing the Department's nominations to the White House Closing the Circle Awards competition as well as for selection of the Departmental Pollution Prevention Star Awards.

Attachment 4 provides instructions for participating in this year's P2 awards. The online nomination form is available at <http://www.eh.doe.gov/p2/p2integratedhomepage/p2awprog.asp>.

Table 1 lists the timelines for site submissions of P2 award nominations.

Table 1. P2 Performance Tracking and Reporting System - Data Entry Timelines

Activity	Date
Website opens for data entry for EO 13101 and EO 13148 annual reports, and for P2 award nominations	October 1, 2005
Sites complete entry of EO 13148 report data (waste generation and recycling)	December 7, 2005
Sites submit P2 Best in Class Award nominations to Program Offices	December 7, 2005
Program Offices select P2 Best in Class Awards and notify EH-1	December 16, 2005
Sites complete entry of EO 13101 report data (Environmentally Preferable Procurement)	December 30, 2005

Should you have any questions about this year's data call or the input needed, please contact **Don Lentzen** at 202 586-7428 or donald.lentzen@eh.doe.gov

Attachment 1

FY 2005 WASTE GENERATION AND RECYCLING DATA ENTRY GUIDANCE

(Available on the DOE P2 website at <http://www.eh.doe.gov/P2> beginning October 1, 2005)

1. GENERAL INFORMATION ON REPORTING DATA AND GETTING STARTED

All P2 performance reporting described in this document will be recorded on the DOE P2 web site. Each person making data entries or quality assurance (QA) checks at the DOE Site Offices must use the passwords issued previously by P2 computer support or apply for a new individual password to access the data entry forms on the web site. All data entries should receive a quality assurance check before they are included in the DOE P2 database. Specific details of the QA process are left to the site to establish. If you need assistance with passwords or the data entry mechanics, please contact the **ES&H Information Management Center** at eshinfocenter@eh.doe.gov or (800) 473-4375. Once the data has been posted by the site it will be converted into a “read only” data report which will then be open to general review without password protection.

To enter data, and for information on how to enter data, select *Waste Generation/Reduction* from the Reporting Database section of the P2 website homepage. Then select *Enter Data*; enter your user name and password which will take you to the the main page for entering Annual Report data, titled “Annual Report of Waste Generation and Pollution Prevention Progress Data Entry.” This page serves as the gateway for entering Annual Report data (including waste generation, recycling, and other site information) as well as Accomplishment data (including descriptions of successful P2 activities). A copy of this *Data Entry Guidance* is also available through this page. Please report all radioactive waste types and hazardous and sanitary solid waste types in metric tons (mt). (For purposes of this report one cubic meter is considered equivalent to one metric ton.).

When entering waste generation data it is important to note that there are two separate categories of waste reporting: routine waste and nonroutine waste. Nonroutine wastes are those associated with cleanup and stabilization of legacy waste. Routine operations wastes are those associated with all other site activities (e.g., waste from national security operations, scientific research, program administration, site infrastructure, and maintenance and refurbishing of facilities in standby status (Source: *Department of Energy Executive Order 13148 Annual Progress Report for FY 2003*). These waste categories need to be kept distinct for comparison to past reported quantities to measure progress in meeting the Department of Energy’s Pollution Prevention Leadership Goals for 2005.

For each waste type reported, you must provide an explanation/discussion for generation amounts reported for FY 2005 which differ by greater than plus or minus 20% from the site’s FY 2004 reported amounts.

2. CHANGES TO THE FY 2005 REPORTING

There have been several changes to this year’s DOE P2 data entry. These include clarification of the instructions and data entry forms, new categories and descriptions for P2 awards, and expansion by 7 items of the Comprehensive Procurement Guidelines (the CPG listed products).

3. DESCRIPTION OF WASTE GENERATION, RECYCLING, SITE P2 PROFILES, AND ACCOMPLISHMENT REPORTING

The following “General Site Information” must be entered before proceeding to the Waste Generation Data page:

- Site name and address
- Name of PSO and contact information
- P2 Contact E-mail address and Telephone
- QA contact information

To enter this data, select “General Site Information” from the Data Entry Options on the left side of the main Annual Report Data page.

Waste Generation

To enter waste quantities, select “Waste Generation Data” from the left side of the main Annual Report Data page. Separate entries are required for each PSO that generated wastes at the site.

The following waste types must be reported as “Routine” or “Non Routine”, in liquid or solid forms by each program office on site. These categories will subsequently be combined with other program offices into site totals:

- High Level
- Transuranic
- Mixed Transuranic
- Low Level Radioactive
- Low Level Mixed (Radioactive and Hazardous)

The following waste types must be reported as Hazardous Waste from “Routine” or “Non Routine” operations:

- RCRA Regulated
- State Regulated (industrial waste)
- TSCA Regulated
- Mixed TSCA

Site wide Recycling or Reuse Activities and Sanitary Waste Generation Reporting

To enter recycling and sanitary waste quantities, select “Recycling Data” from the left side of the main Annual Report Data page. Report amounts of waste recycling and/or reuse from the following categories in metric tons:

Paper Products:

- Office and mixed Paper
- Corrugated Cardboard
- Phone Books
- Newspapers/Magazines

Scrap Metals:

- Stainless Steel
- Copper
- Iron/Steel
- Aluminum
- Aluminum Cans
- Lead
- Zinc
- Other Scrap Metals (such as mercury)

Precious Metals:

- Silver
- Gold
- Platinum
- Other Precious Metals

Other Items:

- Antifreeze
- Engine Oils
- Toner Cartridges
- Batteries
- Tires
- Food Waste
- Concrete/Asphalt
- Glass
- Fluorescent Bulbs
- Ballasts
- Plastic
- Styrofoam
- Transformers
- Wood (Chips, Compost)
- Computers/Electronic Equipment*
- Other recycled materials (such as paint, furniture, appliances, pallets, equipment)*

*optional reporting

Sanitary waste quantities are reported beneath the recycling categories. Sanitary waste, as defined by EPA, consists of unwanted materials, such as trash, that are generated by normal housekeeping activities and are not considered hazardous, radioactive or covered under the Toxic Substance Control Act (TSCA). Sanitary wastes are regulated under the Resource Conservation and Recovery Act (RCRA) Subtitle D waste. For purposes of certain DOE reporting, sanitary waste reporting will also include discarded non-hazardous construction materials and demolition debris such as scrap metal, asphalt and concrete. Thus, these items must be recorded separately. Sanitary waste must be reported as “Routine” or “Non Routine.”

Site P2 Profile

To enter your site’s P2 Profile, select “P2 Profile” from the Data Collection menu, then select the appropriate site from the drop-down menu.

The parameters shown below will be used to construct a site P2 profile for FY 2005. In addition to using information from the profile in the annual report, the AEE will share these profiles with the PSOs and the Administrators for the National Nuclear Security Administration and the Power Administrations.

1. Have the P2 provisions of the DOE O 450.1 Contractor Requirements Document been incorporated into site management contracts? _____ Yes _____ No
2. Have pollution prevention goals, objectives, and targets been incorporated into the site EMS and/or ISMS? _____ Yes _____ No

3. Identify and describe actions taken during the reporting year to incorporate sustainable design and green building practices into site construction and/or retrofit projects. You may also document these actions in the accomplishments database.

4. List the EPA P2 related voluntary programs* for which the site has been officially recognized as a participant:

* Note: EPA P2 related voluntary programs include, but are not limited to:

- Green Engineering
- Climate Leaders
- Commuter Choice Leadership Initiative
- Energy Star [Buildings]
- Federal Electronics Challenge
- National Environmental Performance Track
- National Waste Minimization Partnership
- WasteWise
- Green Power
- Other

5. List the local, state, regional and national P2 awards received during the reporting:

P2 Program Accomplishment Reporting

DOE has developed and implemented hundreds of P2 projects and practices at DOE sites over the years. The Waste Accomplishment database provides a uniform way of comparing the wide range of activities performed throughout the DOE Complex. For FY 2005 reporting, the accomplishments reporting form and instructions used previously have been reformatted and are available as part of the accomplishments database. Please complete as many forms as your site has accomplishments to share from this year's site activities.

All reported accomplishments should:

- Contribute to achieving the DOE P2 goals; and
- Reduce life cycle cost and the liability of mission related activities

Instructions for entering data into the accomplishments database are provided below:

1. For entering a new accomplishment onto the website, access the "*Data Collection Menu*" and select the "*Enter Accomplishment Data*" menu option. Select your site from the drop down menu, then select "Add New Accomplishment."
2. Give the accomplishment a name, and then briefly summarize the accomplishment (50 words or less).
3. Once the "*Accomplishment Description*" is entered on the top of the page, use the pulldown lists to identify the "*Pollution Prevention Activity:*" and the "*Waste Type:*". Use the radio buttons to identify the "*Primary Implementing PSO*" and the "*Primary Benefitting PSO*". Complete the "Other Questions about this Accomplishment" section.
4. A life cycle cost work sheet is provided to help you document cost data in the "Implementation Costs, Savings/Avoidance, Waste Reduction Information" section. Consider separately each lifecycle cost factor on the work sheet. If the accomplishment reduced or will reduce the cost of that factor relative to the baseline, enter the cost(s) in the appropriate column (under either "*Baseline*" and/or

“*Accomplishment*”). For a given cost factor, you may choose to enter the costs for both the baseline and the P2 accomplishment in their respective cells, or a cost difference can be shown in only one cell. However, if you intend to use the data for return on investment analysis, you must not use cost differences for the six cost factors under “Implementation Factors.”

5. The columns will total and subtract automatically, although this will not be reflected in the worksheet as you are entering data. The result is the net cost savings or cost avoidance of the accomplishment.
6. Click “submit” when finished. That will save the accomplishment as “pending.”
7. The site’s Quality Assurance Coordinator must review and approve all accomplishments. To review, select “Edit Accomplishments” from the Accomplishments Data Entry Options. Once the review is complete, the QA Coordinator selects “Approve and Lock” at the bottom of the page. An updated entry can be saved, but not locked, by selecting “Update.”
8. Other Instructions:
 - An ongoing source reduction and segregation project entered for the first time in FY 2005 should use the average annual waste reduction expected and the projected period over which waste reduction is expected as the basis for calculating and reporting net cost savings/avoidances. These data should be included in the description of the accomplishment.
 - The useful life of the accomplishment cannot exceed 10 years. Ten years represents the maximum reasonable time over which waste reduction and net cost savings/avoidance can be expected.
 - The completion date for an accomplishment at a site with established closure date cannot extend past the closure date.
 - Compile the results from recycling, source reduction, and segregation projects as quantitative entries on the “Standard Data Report” form.

The *Life Cycle Cost Work Sheet* at Table 2 is provided for the purpose of facilitating site reporting of cost savings and cost avoidance associated with the reported accomplishments. Table 3 provides an example of a completed worksheet.

The *Life Cycle Cost Factors* shown on the work sheet are those areas in which costs typically are incurred over the life cycle of a large project. Note that increased costs relative to the baseline may be incurred in some life cycle cost factors but decreased costs may be incurred in others. Cost impacts may be incurred for a small P2 activity in only one or two life cycle cost factors. The worksheet is based on the recently issued DOE O 430.1B, *Real Property Asset Management*.

Work Sheet Definitions

Baseline – the fundamental plan or approach that existed before implementing a cost savings or cost avoidance measure.

Cost Savings – the reduction in baseline costs resulting from implementing a cheaper approach (e.g. as by using an alternate method that decreases the level of treatment of secondary waste generated).

Cost Avoidance – the reduction in baseline costs resulting from implementing an approach that avoids costs that otherwise would have been incurred (e.g, as by using an alternate method that avoids the generation of secondary waste).

Life Cycle – the period over which an accomplishment has positive and/or negative cost impacts.

Table 2. Life Cycle Cost Worksheet.

Life-Cycle Cost Factors		Costs, \$000		Basis of Estimate or Calculation of Costs or Cost Differences
		Baseline (a)	Accomplishment (a)	
IMPLEMENTATION FACTORS		0	0	
	Research, Develop. and Demos			
	Preconcept. Design/Eng. Studies			
	Env., Safety, & Health Activities (b)			
	Detailed Design (c)			
	Equipment and Construction (c)			
	Procedures, Startup, & Commiss'ng (d)			
OPS AND MAINTENANCE FACTORS				
	Impacts to Products and By-products (e)			
	Impacts to Other Operations (f)			
	Ops. and Maint. (O&M) Labor (g)			
	O&M Materials and Utilities (h)			
	Laboratory Analyses			
	Secondary Waste Treat./Stor./Disp. (i)			
INDIRECT & PROJECT CLOSURE FACTORS				
	Orphan Waste/Facility Maintenance (j)			
	Decontamination & Decommissioning			
	Salvage, Dispositioning, & Closure			
	Other Cost Impacts			
		\$ -	\$ -	\$0K - NET SAVINGS OF ACCOMPLISHMENT
<p>(a) Record costs <u>or</u> cost differences in thousands of 2005 dollars, i.e., \$27,118 should be shown as 27. <u>Do not include sunk Baseline costs!</u> Note: If showing a cost difference that favors the P2 accomplishment, show cost difference as a positive value in the "Baseline" column and vice versa.</p> <p>(b) Include costs to modify environmental permits and the authorization basis, and costs to meet changed compliance requirements.</p> <p>(c) Include actual design or construction costs if work is completed, otherwise include estimated costs including project management and contingency.</p> <p>(d) Include costs of planning, procedures, training, and readiness reviews, and costs of lost productivity while implementing the P2 project.</p> <p>(e) Include net cost of negative and/or positive impacts to products and by-products, such generating a saleable material due to implementing the P2 project.</p> <p>(f) Include onsite/offsite costs for added/reduced impacts to supporting operations (e.g., evaporators, utility upgrades, etc.).</p> <p>(g) Include costs of Operations and Maintenance labor, including supervision and technical support during operation.</p> <p>(h) Include costs of replacement equipment, chemicals, electricity, water, steam, etc.</p> <p>(i) Include onsite/offsite secondary waste treatment, storage, and disposal costs related to increase/decrease in waste classifications and amounts.</p> <p>(j) Include costs for maintaining, treating, storing, and disposing of all nonroutine wastes, failed equipment, and associated facilities during the P2 project's life cycle.</p>				

Table 3. Example LCA Worksheet

Project Name: Aqueous TRU Waste Reduction				
Life-Cycle Cost Factors		Costs, \$000		Basis of Estimate or Calculation of Costs or Cost Differences
		Baseline (a)	Accomplishment (a)	
IMPLEMENTATION FACTORS		0	135	
	Research, Develop. and Demos		90	Lab-scale proof-of-principle planning and tests, (1,000mh)(\$80/mh) + \$10K materials = \$90K
	Preconcept. Design/Eng. Studies		24	Feasibility investigation, (300mh)(\$80/mh) = \$24K
	Env., Safety, & Health Activities (b)		0	No change since use of new resin is consistent with current permit and authorization basis
	Detailed Design (c)		0	No change in design, see "Risk Impacts"
	Equipment and Construction (c)		0	No new equipment nor construction required, see "Risk Impacts"
	Procedures, Startup, & Commiss'ng (d)		21	Start-up plan and process verification activities, (300mh)(\$70/mh) = \$21K
OPS AND MAINTENANCE FACTORS		1992	0	
	Impacts to Products and By-products (e)		0	No net impacts to decontaminated wastewater
	Impacts to Other Operations (f)		0	Reduced handling and shipping reflected under "Secondary Waste Treat./Stor./Disp."
	Ops. and Maint. (O&M) Labor (g)	35		25% fewer IX resin changeouts, (.25)(4 change-outs/y)(100 mh/change-out)(\$70/mh)(5y) = \$35K
	O&M Materials and Utilities (h)	13		25% less resin (same cost), no effect on utilities, (.25)(10,000 gal resin/y)(\$5/gal resin) = \$13K
	Laboratory Analyses		0	No change on required lab analyses
	Secondary Waste Treat./Stor./Disp. (i)	1,944		25% less TRU waste, (.25)(10,000 gal/y)(drum/45gal)(\$7,000/drum)(5y) = \$1,944K
INDIRECT & PROJECT CLOSURE FACTORS (j)		0	50	
	Orphan Waste/Facility Maintenance (j)		0	No change, same facility and same equipment are used
	Decontamination & Decommissioning		0	No change, same facility and same equipment are used
	Salvage, Dispositioning, & Closure		0	No change, same facility and same equipment are used
	Other Cost Impacts		50	One-time licensing charge, \$50K
		\$ 1,992	\$ 185	\$1807K - NET SAVINGS OF ACCOMPLISHMENT
<p>(a) Record costs <u>or</u> cost differences in thousands of 2005 dollars, i.e., \$27,118 should be shown as 27. <u>Do not include sunk Baseline costs!</u> Note: If showing a cost difference that favors the P2 accomplishment, show cost difference as a positive value in the "Baseline" column and vice versa.</p> <p>(b) Include costs to modify environmental permits and the authorization basis, and costs to meet changed compliance requirements.</p> <p>(c) Include actual design or construction costs if work is completed, otherwise include estimated costs including project management and contingency.</p> <p>(d) Include costs of planning, procedures, training, and readiness reviews, and costs of lost productivity while implementing the P2 project.</p> <p>(e) Include net cost of negative and/or positive impacts to products and by-products, such generating a saleable material due to implementing the P2 project.</p> <p>(f) Include onsite/offsite costs for added/reduced impacts to supporting operations (e.g., evaporators, utility upgrades, etc.).</p> <p>(g) Include costs of Operations and Maintenance labor, including supervision and technical support during operation.</p> <p>(h) Include costs of replacement equipment, chemicals, electricity, water, steam, etc.</p> <p>(i) Include onsite/offsite secondary waste treatment, storage, and disposal costs related to increase/decrease in waste classifications and amounts.</p> <p>(j) Include costs for maintaining, treating, storing, and disposing of all nonroutine wastes, failed equipment, and associated facilities during the P2 project's life cycle.</p>				

Attachment 2

FY 2005 RCRA and EO 13101 ENVIRONMENTALLY PREFERABLE PROCUREMENT DATA ENTRY GUIDANCE

1. INTRODUCTION

Section 6002 of RCRA provides a mechanism to increase government purchasing of recycled products. This aspect of Environmentally Preferable Procurement (EPP, formerly referred to as Affirmative Procurement) is designed to help stimulate markets for materials recovered from solid waste by using the government's purchasing power. The Federal Government is the nation's largest single consumer and is one of the nation's largest generators of solid waste. Your responses help DOE track its purchases of environmentally preferable products, evaluate the overall effectiveness of DOE's Environmentally Preferable Procurement program, and fulfill RCRA reporting requirements. The data collected by this reporting system is used to prepare an annual fiscal year Agency Summary Report, *U.S. Department of Energy Environmentally Preferable Procurement and Recycling Report*, which is submitted to the Office of Federal Procurement Policy within the Office of Management and Budget, and to the Office of the Federal Environmental Executive.

2. REPORTING REQUIREMENTS

We are required to report on our FY 2005 purchases of the items currently on the CPG listing on EPA's website at <http://www.epa.gov/cpg/products.htm>. On April 30, 2004, EPA modified its list of CPG items to include seven new items: modular threshold ramps, nonpressure pipe, roofing materials, office furniture, rebuilt vehicular parts, bike racks, and blasting grit. These seven items are listed along with the 54 previously approved products but reporting on them is optional this year.

For FY 2005 reporting, we are continuing optional reporting for biobased products identified under DOE's Buy Bio Early Adopter Initiative in **Attachment 3**. Reporting on purchases of biobased products will be required after the Department of Agriculture publishes notice of its designated biobased products, pursuant to the Farm Security and Rural Investment Act of 2002 and Executive Order 13101.

4. LOG IN PROCESS FOR DATABASE

The FY 2005 version of the reporting software is similar to the FY 2004 reporting software. There are three main functions of this system:

- a "**Blank Report**" feature, which you can use as a worksheet when collecting your data;
- forms to input data on CPG item purchases and site points of contact information; and
- a "**Completed Report**" feature that displays all data you have entered in a report format.

Please use the following steps to log in to the reporting software:

- Select the **Reporting** option on the U.S. Department of Energy Pollution Prevention (P2) page (<http://www.eh.doe.gov/p2>).
- Select the **Environmentally Preferable Products Program (EO13101)** option.
- Select the **FY 2005 Reporting** option at the top of the displayed page (DOE's Buying Recycled and Environmentally Preferable Products Program).

- Enter your user name and password. Please contact **ES&H Information Management Center** at esh-infocenter@eh.doe.gov or (800) 473-4375 if you need a user name and password.
- Choose your **site name** from the drop down list on the **Log in Page** of the reporting site.
- Select **Access Report**

5. MAIN MENU OPTIONS

Point of Contact Information

Enter information about your DOE and contractor points of contact at your site, as well as the name of the Program Secretarial Office (PSO) at your site. Several of the data fields are required fields, which means that data must be entered into the fields before the data record can be saved.

Input Data

Choose this option to enter data for environmentally preferable designated items. After selecting this option, the *Input Data - Designated Items to Report* page is displayed. This page contains a list of the designated items (recycled content) as well as the opportunity to report your site's success at purchasing biobased content products. Each item listed is a link to a page where you will answer Office of Management and Budget (OMB) report questions and report on FY 2005 purchases for the designated item.

To enter data for an item, click on one of the items listed on this page. When entering data on an item page, links have been provided to a "Help" page that provides instructional guidance for the individual item.

The *Total Dollar Amount of an Item* is defined as the amount of money your site spent on a particular item. This includes all money spent on items that contain recovered materials, as well as the total amount of the items purchased that are made from virgin materials.

The *Total Dollar Amount of an item containing recovered materials* is defined as the amount your site spent on a particular item containing recovered materials.

Note: This amount cannot be greater than the amount reported as the Total Dollar Amount spent on a particular item. The two numbers can be equal, but the Total Dollar Amount must be greater than or equal to the amount spent on a particular item containing recovered materials.

In addition to data on total purchases and recycled content purchases of recycled content designated items, sites must provide justification for purchases of less than 100 percent of the recycled content designated items. EO 13101 requires that, to the maximum extent practicable, recycled content items be purchased, unless written justification is provided that a product is not available competitively, not available within a reasonable time frame, does not meet appropriate performance standards, or is only available at an unreasonable price. If your site has purchased less than 100 percent recycled content products for a designated item, you must select the justifications that apply to your situation. If none of the three provided justifications apply to your situation, but your site purchased less than 100 percent of the recycled content designated item, please select the *None of the above* box, and provide a summary of the circumstances in the text box provided. Also specify the total dollar amount of purchases of items made from virgin materials for which there was no justification (unjustified purchases.) The Federal Environmental Executive is interested in the technical impediments to purchasing/using the recycled content item, accordingly, a text box is provided for a summary of the circumstances preventing the site's purchase of the designated item 100% percent of the time.

After entering all information for an individual item, you must select the *Submit* button at the bottom of the Web page to save your information. A series of checks is then made by the reporting software to ensure that the data you entered follows certain rules. If the data does not pass a particular check, a data entry error message will be displayed to explain the problem. You will then be instructed to use the *Back* button on your Internet browser to correct your data entry problem. An example of a data entry that would trigger a data entry error message: if you entered a higher amount for recovered content purchases for an item than the total amount of purchases for an item.

After successfully entering an item, the following message is displayed: *The Database has been updated.* You may then select the *Return to Items Page* button, which will display the *Input Data - Designated Items to Report* page, or the *Print Out Report* button, which will send you to the report that displays the data for the item you have entered.

Blank Report

Use this option to print a blank report, which may be useful as a worksheet when assembling your data for input into the reporting software. Select *Blank Report* from the *Main Menu*, and then choose the category you wish to print. For a report listing all items, select each category link, and then print from your Internet browser by choosing the *Print* button (located under your browser's *File* pull down menu).

Completed Report

This option allows you to print a report that displays all of the information you entered for the designated items. Select *Completed Report* from the *Main Menu*, and then choose the category you wish to print. To generate a report, select a category link. To print the report, choose the *Print* option located under your browser's *File* pull down menu).

Users Manual

This option provides a link to this guidance document.

Return to Home Page

Click on this option when you have completed your current data entry session, and you are ready to exit the reporting system software. Selection of this option will return you to the home page of the Environmentally Preferable Procurement Web site.

After you enter your site's data into the website, please print a copy of your site's completed report for your records.

If you have reporting content questions, please contact **Don Lentzen at 202 586-7428 or donald.lentzen@eh.doe.gov** . If you have reporting website questions contact the **ES&H Information Management Center at esh-infocenter@eh.doe.gov or (800) 473-4375.**

Attachment 3

DOE's BUY BIO EARLY ADOPTER INITIATIVE

On July 5, 2005, the U.S. Department of Agriculture (USDA) promulgated a Notice of Proposed Rulemaking, "Designation of Biobased Items for Federal Procurement", in the Federal Register. This document can be reviewed at <http://www.biobased.oce.usda.gov/files/biobased.pdf>.

Until USDA publishes a final notice for designated biobased products, you are encouraged to purchase the products included in DOE's Buy Bio Early Adopter Initiative and report on your purchases in dollar amounts and types bought.

Product Category	Percent by Weight	Source/Benefits
Adhesives and products containing adhesives: Book bindings Boxes - corrugated Doors Envelopes Labels Lumber (glulam beams, I-joists) Furniture Paper bonds Stamps Sutures Tapes (clear, duct, masking) Windows	70%/adhesive 90%/product	Starch from corn, potatoes, wheat, tapioca, and other plants; casein from skimmed milk; soy protein; soybean oil; vegetable gums; gelatin; livestock derivatives; tannins from woody biomass; and marine animal derivatives Reduce total amount of phenol-formaldehyde and isocyanate-containing adhesives used to bond plywood and other panels

Product Category	Percent by Weight	Source/Benefits
Construction Materials and Composites, including products with adhesives Appliance molded cases, covers Beams - laminated Board – oriented strand Building materials Cabinets Carpet, incl. backing and pad Composites Computers Concrete (starch/vegetable compounds added during setting reduce density) Concrete mold release agents Cushions - foam Dashboards - automotive Fiberboard – medium density Fixtures - store Foam – rigid and soft Furniture Hardboard Insulating foams – rigid for appliances Insulation – fiber and foam Lumber, incl. plastic wood composite Pads – furniture, etc. Panels – nonstructural Plaques - award Plywood Seats - automotive Shingles Siding Signs Tabletops Telephones Trim Trophies Wood – round	85% construction 70% composite 10% molded reinf. 15% insulat. foam 20% mixed	Bamboo, cereal grain straws, corn, polylactides, corn stover, kenaf, guayule, paper, soybean oil polyol, straw, sugar cane bagasse, vegetable fiber, vegetable oil polyesters, wood byproducts (chips, flour, sawdust, shavings)
Construction – products with biobased adhesives Beams - laminated Board – oriented strand Composites – decorative Fiberboard – medium density Hardboard Lumber – finger jointed/oriented Strand Molding Plywood Roof trusses Trim		
Fibers, Paper, Packaging Boxes Cabinets Displays - store Drums	90% fibers 30% fib.composites 30%	Bamboo, cornstarch, corn stover, cotton (low-grade), flax, kenaf, leaves, poultry feathers, potato starch, rice, saw dust, straw, sugar cane bagasse, switch grass, wheat, wood by products (chips, forest

Product Category	Percent by Weight	Source/Benefits
Furniture Packaging Pails Panels – lightweight honeycomb Paper Paperboard Ropes Textiles Yarns	comp.pkg.mat. 75% woven fibers 80% pkg materials 20% paper 50% bristols 20% newsprint 30% tissue 30% paperboard 50% other	thinnings, grindings, sawdust, shavings, tree curls)
Fuel Additives – enhance a fuel Heat buildings Power vehicles Steam heat Solid fuel additives *Brickets *Pellets Liquid fuel additives *Biodiesel *Ethanol	 5% 80%	Animal fat, canola, corn, byproducts or crop/processing residues (cooking oil, cotton, hulls, manure, nonrecyclable paper, paper sludge, soy, stalks, sugar), rape seed, soybean, wood Wood, wood residue
Inks – Plant and Vegetable (no VOCs) Soy ink (newspapers)	20% forms 10% headset 40% news – black 30% news – color 20% sheet fed 20% specialty	Soybean oil
Landscaping Materials, Compost, Fertilizer Compost Fertilizer Landscaping materials (bark, chips, Mulch	100% 80% 100%	Biobased coatings, construction materials, fibers, manure, paper, sorbents, straws, woody crops

Product Category	Percent by Weight	Source/Benefits
Lubricants and Functional Fluids 2-cycle engine oil additives for chain saws lawnmowers string trimmers other small machinery Dielectric fluids for transformers Heavy machinery, mobile equipment *Brake fluid *Coolants *Crankcase oil/grease *Hydraulic fluid *Lubricants *Metal working fluid (cutting/drilling oil/lubricant) *Oil – bar, chain, sprocket *Power steering fluid *Process fluid *Transmission fluid Release Agents for Forms Molds	10% crank.oil-h2o 50% crank.oil-air 50% 2-cycle eng. 40% 5 th whl grease 25% auto grease 50% loss lub.-chain 50% turbine lub. 50% penetrating oil 90% gen. purpose 50% hydraulic fluid 20% brake fluid 50% drilling oil 30% metal working 30% stamping 70% concrete rel. 50% metal foundry 70% transformer oil	Animal fat, canola, corn, plant materials, rapeseed, soybean, sun flower
Paints and Coatings Coatings – architectural, marine Corrosion inhibitors Paint Polishes Sealers – concrete, wood Stains	20% formulated product	Cellulose esthers/ethers, corn, guayule epoxy-amine, linseed oil, soy, soybean oil, wheat, xanthan gum
Plastics Biodegradeable films Biodegradeable foams Compostable molded products Durable films, coatings Durable foams Molded composites/biobased fibers Molded plastics, comp., biobased resins Synthetic fibers Water soluble polymers	25% 50% 75% 20% 15% 20% 10% 50% 50%	Starch in corn, potatoes, tapioca, wheat
Solvents and Cleaners Carrier solvent for paints, inks, lotions Cleaning – fabric, fruit/vege, paint, etc.	50% formulated 100%	Crops, livestock

Product Category	Percent by Weight	Source/Benefits
	concentrate	
Sorbents Absorb spills (blood, fluids, oil, urine)	90% sorbents 75% sorbent syst.	Corn stover, cotton, cotton linters, kenaf, peanut hulls, vegetable starch, wool

Attachment 4

FY 2005 Pollution Prevention Awards: Nomination and Selection Information

1. Pollution Prevention Awards

Best in Class, White House Closing the Circle, and DOE P2 Star Awards can be granted in the following categories, described in Table 4:

- Green Purchasing
- Waste/Pollution Prevention
- Recycling
- Environmental Management Systems
- Sustainable Design/Green Buildings
- Fuel Efficiency in Transportation

The DOE Pollution Prevention Best in Class Awards recognizes innovative and/or exemplary pollution prevention, recycling, and environmentally preferable procurement projects and practices completed or performed in Fiscal Year 2005. DOE Program Offices/Administrators select the Best in Class Award recipients from nominations submitted by sites. More than one candidate per category may be selected.

The Best in Class Award selections are the source for DOE submissions to the White House Closing the Circle Awards and the DOE P2 Star Awards. Closing the Circle Awards recognize Federal facilities and employees for innovative practices and programs that have improved environmental performance and conditions at Federal facilities. The P2 Star Awards recognize excellence in pollution prevention and environmental sustainability stewardship efforts within the Department and are selected from the Best in Class Awards by an independent panel. For both awards, work done in Fiscal Year 2005 will not be evaluated until 2006; thus, they will be termed 2006 awards.

2. Eligibility

The DOE Pollution Prevention Awards are open to all pollution prevention projects and practices performed by DOE employees, sites, facilities, programs, and contractors. Self nominations are accepted. The activity nominated for an award must:

1. Specifically relate to one of the six award categories described in Table 4.1,
2. Have been completed or performed in Fiscal Year 2005, and
3. Meet one of the following criteria:
 - a) Has been funded by DOE; or
 - b) Has been funded under a contract or subcontract ultimately funded in large part by DOE; or
 - c) Has been funded under contract with or directly by another U.S. Government agency and have significant positive effects benefiting DOE.

3. Nomination and Selection Process

Nominations for the Best in Class Awards will be made through the DOE P2 web site. Each site P2 Coordinator should promote the annual P2 Award drive, assist nominees in developing proper nominations, and establish internal timelines for submission of nominations to them consistent with the timelines identified in the steps discussed below. Follow these steps to enter a nomination:

1. The nominator selects the most appropriate category for the nomination from the list of categories in Table 4.1, reviews the award criteria in Tables 4.1 and 4.2, collects the project or practice information, drafts the nomination text, incorporates any attachments, and identifies the PSO/Administrator with responsibility for the project or practice, site, or facility. The limit for the nomination abstract is 2000 words, which is approximately a four page document with size 12 Times New Roman font.
2. The nominator logs onto the P2 Awards page (<http://www.eh.doe.gov/P2/P2awards>) and selects "Submit New Nomination" to enter the information. Information can be entered as a draft and nominators can log out of the system to later return and edit the nomination before final submission. A single additional file that supports the nomination may be included but will not necessarily be considered in the award selection process. This additional file may contain multiple supporting images, graphics, or information in Adobe Acrobat PDF format and is limited to two pages. Reference to the file must be made in the text portion of the nomination (for example, "See figure 1"). The website provides instructions for attaching a file.
3. Save Options: To save the nomination as a draft, click "Save" without clicking on the checkbox. To edit your draft, select "Edit/View Nominations" from the P2 awards page. To submit a nomination for consideration, you must check the box indicating that the document has been finalized at the bottom of the nominations page, then click on "Save." Once a nomination has been saved as final, no further edits may be made.
4. The site P2 Coordinator screens all nominations for eligibility, verifies the nomination authenticity (i.e., is the nominated project/practice description accurate and completed or performed during the prior year, etc.), and secures site management endorsement of the nominations. The site P2 Coordinators must verify the eligibility of all entries received, secure site management endorsement, post all eligible/endorsed nominations on the DOE P2 website, and notify their Program Office/Administrator by **December 7, 2005**.
5. The Program Offices/Administrators use the criteria in Tables 4.1 and 4.2 to select their respective Best in Class Award recipients from the site nominations and notify EH-1 by **December 16, 2005**. The DOE P2 web site will list the Best in Class Award recipients.
6. EH-1 will prepare and submit the Best in Class Award recipients as DOE's nominations to the White House Closing the Circle Award competition by **January 31, 2006**.
7. EH-1 will also submit the Best in Class Award recipients to an independent selection panel that will select the DOE P2 Star Awards by **January 31, 2006**, using the P2 Star award criteria in Table 4.2. The panel may select one P2 Star in each of the six categories in Table 4.1.

Security procedures: Nominators must follow site specific protocols for participation in the awards program, for security review, and/or coordination of information being posted on the DOE P2 web site. Check with site P2 Coordinator to determine site specific requirements and timelines before attempting to submit a nomination.

Table 4.1 Closing the Circle Category Descriptions and Criteria

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
1. Green Purchasing	<p>This category typically recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products at a Federal site, facility, or operation. However, the Office of the Federal Environmental Executive (OFEE) has recommended that the Green Purchasing category in this year's Closing the Circle Awards focus only on biobased product purchasing. Nominees should demonstrate how they initiated purchases of biobased products through pilot projects, product testing, education and outreach to facility staff, development of solicitation or contract language, etc. Although the award this year will not require that an agency have an affirmative procurement plan for biobased products, there will be a preference for agencies or facilities that have such plans in place. Facilities that have already won CTC awards for their biobased efforts will not be eligible for this year's awards. This category will not include biobased fuels; projects involving biobased fuels should be nominated under the "Fuel Efficiency in Transportation" category. <i>(Awaiting OFEE's official announcement)</i></p>	<p>Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of toxic material or hazardous waste reduced, the increase in quantity and value of bio based products purchased by the facility).</p>
2. Waste/Pollution Prevention	<p>This category recognizes source reduction practices related to the generation of nonhazardous solid wastes or hazardous wastes or pollution from a Federal facility through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13101 or E.O. 13148.</p>	<p>Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste generation reduced through the change).</p>

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
3. Recycling	This category recognizes outstanding activities including collection, separation, and processing, by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling.	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, the amount of waste reduced through recycling).
4. Environmental Management System (EO 13148)	This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13148. Implementation of facility level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting of raw materials, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision making.	Full integration of the EMS into the infrastructure and culture of the site/facility, including management performance, decision making processes, and community involvement and outreach. Consideration should be given to looking for nominations that emphasize measured results, not simply effort, and represent clear examples of ongoing excellence in an active, implemented LCA/ECA system, or an outstanding project planned and implemented using LCA/ECA principles.
5. Sustainable Design/Green Buildings	This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects that have been completed, are under construction, or have completed the planning process and have been awarded to a successful offeror. Nominations should address all facets of a structure or project life cycle (i.e., encompass project design, energy efficiency, materials usage, building operations.) Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities.	Positive changes made by the individual, team or site/facility program as evidenced by descriptions and supporting documentation with quantitative data (for example, level of increase in energy efficiency, reduction in building operation costs, and/or use of environmentally preferable building materials).

CATEGORY	DESCRIPTION	CLOSING THE CIRCLE SELECTION CRITERIA
6. Fuel Efficiency in Transportation	This category recognizes programs, practices and procedures implemented in a Federal fleet that result in significant reduction in petroleum use. This includes establishment of new fuel infrastructure; methods for encouraging the use of alternative fuels; ride sharing programs; increased vehicle usage efficiency programs; hybrid vehicle or NEV acquisition and use; or any other methods your fleet uses to decrease its petroleum consumption. Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.	Preference will be given to nominations that demonstrate innovation in response to technical, logistical, financial and other hurdles and support the goals of E.O. 13149.

Table 4.2 Best in Class and P2 Star Criteria Descriptions and Criteria

AWARD	DESCRIPTION	SELECTION CRITERIA
Best in Class	Innovative and/or exemplary pollution prevention, recycling, and environmentally preferable procurement projects and practices.	<ol style="list-style-type: none"> 1. Does the nomination demonstrate significant benefits to the public? 2. Does the nomination demonstrate significant cost savings to DOE? 3. Does the nominated program or activity demonstrate the use or development of innovative approaches, techniques, or technologies? 4. How well documented are the claims of the nomination with respect to objective data or evidence?
P2 Star	Excellence in pollution prevention and environmental sustainability stewardship efforts within the Department.	<ol style="list-style-type: none"> 1. Does the nomination demonstrate enhancement of mission sustainability through reductions in operational cost, regulatory liability, and/or risk to workers? 2. Does the nomination demonstrate effective integration of environmental efforts into a site's integrated safety management practices?